Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

07

**Academic/Research Score Proforma as per UGC Regulations-2018 dated 18th July, 2018 &**

**Government Resolution No. Misc-2018 /C.R.56/18/UN-1 Dt. 8th March 2019 and Corrigendum Dt. 10th May 2019**

**For**

**CAS promotions for Librarians**

**(who are not involved in teaching of Library Science) of University**

**================================================**

**Part A : General Information and Academic Background**

1. Name ( in Block Letters) :-

2. Name of College:-

3. Department :-

4. Current Designation & Grade Pay :-

5. Date of last Promotion :-

6. Which position and grade pay are you an applicant under CAS?

7. Date of eligibility for promotion :-

8. Address (With Pin Code) :-

Telephone/Mobile No. :-

Email :-

9. Research Degree(s)

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| --- | --- | --- | --- |
| **Degrees** | **Title** | **University** | **Date of award** |
| M. Phil. |  |  |  |
| Ph.D. |  |  |  |
| D.Sc/D. Litt. |  |  |  |

10. Appointments held

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| **Sr. No** | **Designation** | **Name of Employer** | **Date of** | **Reason of leaving, if any** |
| **Joining** | **leaving** |
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11.Orientation / Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programs’/ Faculty Development Programs of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC‘s course

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| **Sr. No** | **Name of the Course** | **Place** | **Duration** | **Sponsoring Agency** |
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12. Tick the appropriate stage your promotion (under CAS) and mentioned whether you fulfill the minimum eligibility requirements indicated therein:

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| --- | --- | --- | --- |
| **Tick mark (√) the academic level** | **Stages of promotion of****Teachers through CAS** | **Eligibility** | **Eligible****Yes/No** |
|  | Assistant Professor(Stage 1/ AGP Rs. 6000/- to Stage 2/AGP Rs. 7000/-) or (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11) | 1. An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years’ of experience, having at least a M.Phil.degree, or six years of service for those without a M.Phil or a Ph.D. degree.
2. He/she has attended at least one Orientation course of 21 days’ duration; and
3. Training, Seminar or Workshop on automation and digitalization, maintenance and related activities, of at least 5 days, as per the table given below in Assessment criterion (Part B).
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|  | Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)Or (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/AcademicLevel 12) | 1. He/She has completed five years of service in Academic Level 11/Senior Scale.
2. He/she has done any two of the following in the last five years: (i)Training/Seminar/Workshop/Course on automation and digitalization, (ii)Maintenance and other activities as per table given below in Assessment criterion (Part B) of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/program of at least two weeks (ten days) duration), (iii) Taken/developed one MOOCs course
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|  | Assistant Professor(Stage 3/ AGP Rs. 8000/) to AssociateProfessor (Stage4/AGP Rs. 9000/-) or(Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A) | 1. He/Shehas completed three years of service in Academic Level 12.
2. He/she has done any one of the following in the last three years: (i)Training/Seminar/Workshop/Course on automation and digitalization, (ii)Maintenance and related activities as per table given below in Assessment criterion (Part B) of at least two weeks’ (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/program of at least two weeks (ten days) duration), (iv) Taken/developed one MOOCscourse in the relevant subject (with e-certification), and (v) Library up-gradation course.
 |  |
|  | Associate Professor(Stage 4/ AGPRs. 9000/- toProfessor (Stage5/AGP Rs. 10000/-) or(Academic Level 13A) to Professor (Academic Level 14) | 1. He/Shehas completed three years of service in Academic Level 13 A.
2. He/she has done any one of the following in the last three years: (i)Training/Seminar/Workshop/Course on automation and digitalization, (ii)Maintenance and related activities as per table given below in Assessment criterion (Part B)of at least two weeks’ (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/program of at least two weeks (ten days) duration), (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.
3. Evidence of innovative library services, including the integration of ICT in a library.
4. A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript-Keeping
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**Part B: Assessment Criteria**

**ASSESSMENT CRITERIA: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

(Since all the activities are based on objectively verifiable records, evidences must be provided to the committee)

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| **Sr. No.** | **Nature of Activity** | **Grading Criterion** | **Assessment Years** |
| **20 -20**  | **20 -20**  | **20 -20**  | **20 -20**  | **20 -20**  | **20 -20**  |
| 1 | Regularity of attending library $$\left(\frac{Number of days attended }{total number of working days}x 100\%\right)$$While attending in the library, the individual is expected to undertake, inter alia following items of work:* Library Resource and Organizationand maintenance of books, journalsand reports.
* Provision of Library reader services such as literature retrieval services to researchers and analysis of report.
* Assistance towards updatinginstitutional website
 | 90% & above – GoodBelow 90% but 80% & above-SatisfactoryLess than 80% - Not satisfactory |  |  |  |  |  |  |
| 2 | Conduct of seminars/workshops related to library activity or on specific books or genre of books. | Good – 1 National level seminar/ workshop + 1 State/institution level workshop/ SeminarSatisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/workshop or 4 institution seminar / workshopUnsatisfactory –Not falling in above two categories |  |  |  |  |  |  |
| 3 | If library has a computerized database thenORIf library does not have a computerizeddatabase | Good – 100% of physical books and journals in computerizeddatabase.Satisfactory – At least 99% of physical books and journals incomputerized database.Unsatisfactory – Not falling under good or satisfactory.ORGood – 100% Catalogue database made up to dateSatisfactory- 90% catalogue database made up to dateUnsatisfactory - Catalogue database not upto mark.(To be verified in random by the CAS Promotion Committee) |  |  |  |  |  |  |
| 4 | Checking inventory and extent of missing books | Good : Checked inventory and missing book less than 0.5%Satisfactory - Checked inventory and missing book less than1%Unsatisfactory - Did not check inventoryOrChecked inventory and missing books 1% or more. |  |  |  |  |  |  |
|  | 1. Digitisation of books database in institution having no computerized database.
2. Promotion of library network.
3. Systems in place for dissemination of

information relating to books and otherresources.1. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.
2. Design and offer short-term courses for users.
3. Publications of at least one researchpaper in UGC approved journals.
 | Good : Involved in any two activitiesSatisfactory : At least one activityNot Satisfactory : Not involved/ undertaken any of the activities. |  |  |  |  |  |  |
|  | **Overall Grading** |  |

**Note:**

(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.

(2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodologycourse, successful research guidance from Head of Department of the concerned department, project completion.

(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

**Overall Grading:**

* Good: Good in Item 1 and satisfactory/good in any two other items including Item 4.
* Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.
* If neither good nor satisfactory in overall grading.

I certify that the information provided is correct as per records available with the college/university Department and/or documents enclosed along with the duly filled proforma.

Signature of the teacher

Forwarded through:

 Head/Director

*----------------------------------------- Only for KBC NMU office Use ----------------------------------------------*

Score Approved by Academic/Research Score Verification Committee

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| Sr.  | Name of Member | Designation | Sign |
| 1 |  | Chairman |  |
| 2 |  | Member |  |
| 3 |  | Member |  |
| 4 |  | Member |  |
| 5 |  | Member |  |
| 6 |  | Member |  |
| 7 |  | Member |  |
| 8 |  | Member |  |
| 9 |  | Member |  |
| 10 |  | Member |  |

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